



**GREYSTONE
COLLEGE**
PART OF THE ILSC EDUCATION GROUP

DIPLOMA

DIPLOMA IN BUSINESS COMMUNICATIONS CO-OP

AVAILABLE IN
VANCOUVER

- Gain a solid foundation in administration skills for business and prepare for entry into the world of business
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Programs taught by industry professionals and highly-qualified instructors
- Strengthen your résumé with Canadian work experience
- Co-op placement service supports students to secure an unpaid co-op position in a field relevant to their studies

PROGRAM LENGTH

Daytime Program: 50 weeks

24 weeks academic study + 24 weeks unpaid work experience + 2 weeks academic study (post-placement feedback)

Evening Program: 92 weeks

48 weeks academic study (includes scheduled breaks) + 40 weeks unpaid work experience + 4 weeks post-placement study

Note: During Dec-Jan holiday season, co-op start dates could be delayed, and/or hours reduced due to holiday business schedules.

ENTRY REQUIREMENTS

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- International students must demonstrate an Intermediate 2 level of English with Greystone's online written test and speaking interview. The online written test is exempt if CLB 6, IELTS 4.5 or ILSC Intermediate 2 is presented.
- Completion of the Diploma in Office Administration is recommended.
- If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

2015 START DATES

Daytime Program: Jan 5, Jan 26, Feb 23, Mar 23, Apr 20, May 19, Jun 15, Jul 13, Aug 10, Sep 8, Oct 5, Nov 2, Nov 30

Evening Program: Jul 27, Sep 21, Nov 16

2015 FEES

Registration fee:	\$150
Material fee:	\$500
Tuition:	\$8,840
Co-op Service fee:	\$825

Co-op Service includes

Permit sponsorship, documentation support, interview and job preparation, résumé building, explanation of government reporting procedures, and job search tips.

The student is responsible for the payment of any government fees related to the application for a work permit and the extension of study permit.

All fees are in Canadian dollars.

PROGRAM DESCRIPTION

The Business Communications Co-op Diploma provides learners with a diverse range of skills and knowledge. Students will cover a range of topics to prepare them for a variety of business industry positions such as customer service advisor, clerical worker, data entry operator, information desk clerk, office junior, receptionist and more. Students will develop the technical skills they need for business, as well as critically important soft skills, like communication and teamwork, that employers seek.

Successful graduates of the program will be able to apply a broad range of competencies in varied work contexts, using some discretion, judgment and relevant theoretical knowledge. They will be able to provide technical advice and support to a team.

Co-op work Placement: Co-op work placements are unpaid, and must align with the learning objectives of your program to qualify you for graduation. Greystone co-op coordinators will arrange interviews for you with up to 2 potential employers who can provide unpaid co-op positions relevant to your program. The Work Placement Skills course will help prepare you for success in your interviews, and on the job. Co-op placement hours cannot exceed study hours.

PROGRAM SCHEDULE

DAYTIME PROGRAM SCHEDULE

Students taking the daytime program will follow the same course schedule from 9:00 AM–2:30 PM every week throughout their entire 50 week program. Additionally, during 4 weeks of the program, students will take the Work Placement Class to prepare for their co-op. After completing the final course, students start their co-op placement then return to Greystone College for 2 weeks of Post Placement Study, and graduation.

24 WEEKS ACADEMIC STUDY		24 WEEKS CO-OP	2 WEEKS POST PLACEMENT STUDY	
MON–THU	FRI	VARIES	MON–THU	FRI
9:00 AM–12:00 PM Class		Schedule depends on your placement	9:00 AM–12:00 PM Class	
12:00–1:00 PM Lunch			12:00–1:00 PM Lunch	
1:00–2:30 PM Class			1:00–2:30 PM Class	
2:45–4:00 PM Work Placement class 4 weeks only	No Class		No Class	No Class

EVENING PROGRAM SCHEDULE

Students taking the evening program will begin their program with 2 weeks in the Work Placement Skills Course before taking their first 6 week academic course. After every 6 week course, students will take a 2 week break before starting their next course. After completing the final course, students complete their co-op placement then return to Greystone College for 4 weeks of Post Placement Study, and graduation.

48 WEEKS ACADEMIC STUDY		40 WEEKS CO-OP	4 WEEKS POST PLACEMENT STUDY	
MON–THU		VARIES	MON–THU	
5:15–6:30 PM Work Placement Skills: Part 1* (2 weeks)	5:15–9:00 PM Course (6 weeks / course 36 weeks total)	Scheduled Break 2 weeks between each course (8 weeks total) + Work Placement Skills: Part 2 (2 weeks)**	5:15–9:00 PM The Next Step** (4 weeks)	

*If space allows, students may repeat the Work Placement Skills: Part 1 any time throughout their program. The Work Placement Skills course runs every 8 weeks, during the scheduled break.

**In December, the break is 1 week long. The Work Placement Skills course will not run during this session; however, if required, students will be able to take the course 1 session before or after.



GSC/VAN/15/150617

LEVEL REQUIREMENT	B1	B2	B3	B4	I1	I2	I3	I4	A1	A2	A3

B=Beginner I=Intermediate A=Advanced

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DIPLOMA IN BUSINESS COMMUNICATIONS CO-OP COURSES

	COURSE NAME	DESCRIPTION
CORE PROGRAM COURSES	Contribute to Effective Workplace Relationships	In this workplace-centered course, students will learn how to gather information and maintain effective working relationships and networks, with particular focus on developing communication skills and understanding how to best represent an organization's goals, values and culture in daily interactions.
	Organize Personal Work Priorities and Development	In this workplace-centered course students will learn to efficiently organize their own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
	Write Basic Documents	In this workplace-centered course, students will learn how to plan, draft, review and finalize basic documents.
	Customer Relationship Management	In this workplace-centered course, students will learn how to identify customer needs and monitor service provided to customers to ensure customer satisfaction.
	Teambuilding Skills and Innovation	In this workplace-centered course, students will learn how to be effective and proactive members of an innovative team.
	Document Design and Production	In this workplace-centered course, students will learn how to design and produce various business documents and publications. Students will become familiar with selecting and using a range of functions on a variety of computer applications.
CO-OP PREPARATION	Work Placement Skills	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
POST CO-OP FOLLOW UP	The Next Step	This course follows up with students after their work placement. It provides the student with a new perspective of their goals and achievements and prepares them to take the next step when they leave the program.

CO-OP POSITIONS COULD INCLUDE THE FOLLOWING

- Customer Service Advisor
- Data Entry Operator
- Clerical Worker
- Information Desk Clerk
- Administration Assistant Coordinator
- Receptionist / Secretary

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